

United States Environmental Protection Agency

Region 9

Application Kit



Revised 4/10/07

Application Checklist for Awards

Revised 4/10/07

Include the original and one copy of the following items in your Application Package.
(To access forms, CLICK on websites indicated) The general EPA application website:
<http://www.epa.gov/ogd/AppKit/application.htm>

- **(Form SF 424) Application for Federal Assistance**
<http://www.epa.gov/ogd/AppKit/form/SF424.pdf>
NOTE: you can also apply by using <http://www.grants.gov> (electronic application)
- **Budget Information (Form SF 424A)** Section A-B and Section C-F
<http://www.epa.gov/ogd/forms/adobe/SF424A%20Page%201.pdf>
<http://www.epa.gov/ogd/forms/adobe/SF424A%20Page%202.pdf>
- **Budget Detail** – Breakdown by Object Class Categories
(SAMPLE format on PAGES 12-15 in this Document)
- **Key People List** – Form on Page 11 in this Document
- **Work plan** - More information on Page 8 in this Document
- **Current Indirect Cost Rate Negotiation Agreement**
(Submit Rate and Signature Pages, Sections 1 and 3, along with application)

ASSURANCES/CERTIFICATIONS

- **Assurances (Form SF424B)**, with authorized original signature
(ALL APPLICANTS) (2 pages)
<http://www.epa.gov/ogd/forms/adobe/SF424B%20Page%201.pdf>
<http://www.epa.gov/ogd/forms/adobe/SF424B%20Page%202.pdf>
- **Preaward Compliance Review Report for All Applicants Requesting Federal Financial Assistance (EPA Form 4700-4)**, with authorized original signature (ALL APPLICANTS)
<http://www.epa.gov/ogd/AppKit/form/EPA%204700-4.pdf>
- **Certification Regarding Lobbying**, with authorized original signature
(NOT APPLICABLE TO TRIBES)
<http://www.epa.gov/ogd/AppKit/form/Lobbying.pdf>
- **Disclosure of Lobbying Activities (Form SF-LLL)** with authorized original signature (NOT APPLICABLE TO TRIBES)
<http://www.epa.gov/ogd/AppKit/form/sfillin.pdf>
- **Procurement System Certification (EPA Form 5700-48)** with authorized original signature (SUPERFUND RECIPIENTS ONLY)
http://www.epa.gov/region3/grants/pdf/Procurement_Certification_EPA_5700-48.pdf
- **Include Program/Project Director's Email Address on page 1 of SF424** -
Acknowledgement of Application receipt will be sent to Program/Project Director listed.

Region 9 Application Instructions

SUBMISSION

All applicants must apply for Federal financial assistance on Standard Form 424 (revised 7/03). The **final** application and work plan should be submitted by the date indicated in the application guidance letter sent to your agency by the EPA Program Office. OMB Standard Forms (SF) and Circulars are also available for download at <http://www.whitehouse.gov/omb/grants/index.html>

If you are requesting continuation funding for an ongoing Environmental Program Grant under 40 CFR Part 35, your application must be submitted before your current grant expires. This will allow your program to continue to incur costs without interruption. However, if the application is received even one day late, your grant funds will be stopped until a new grant is awarded. This may cause adverse conditions for your program because you will be responsible for all costs until your new grant is awarded.

Please submit all items noted on the enclosed Application Checklist to:

Carolyn Truong
Grants Management Office, MTS-7
U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105

HOW TO COMPLETE YOUR APPLICATION FOR FEDERAL ASSISTANCE

Based on the inquiries we frequently receive, we have developed the following information to augment the instructions in the "Application for Federal Assistance" (Standard Form 424 and 424A). Reading this information in conjunction with the instructions for the SF-424 and the SF-424A will help ensure that all the necessary information is included with your submission to EPA. Questions regarding completion of the application forms should be referred to the Grants Specialist identified on the guidance letter accompanying this application kit.

APPLICATION FOR FEDERAL ASSISTANCE (SF-424)--FACESHEET

Refer to the pre-printed instructions for the SF-424 on the SF-424 form. Those items not discussed below are considered self-explanatory or adequately explained by the form instructions. Complete all items as instructed. If a particular item does not apply, please indicate N/A.

Item 2: Enter your Region 9 Tracking Number in the Applicant Identifier block.

Item 5: A Data Universal Numbering System (DUNS) number is required on all federal applications. Please include your DUNS number in the appropriate field. Your organization may obtain a DUNS number by calling Dun & Bradstreet at 1-866-705-5711 or through the Internet at <http://eupdate.dnb.com/requestoptions.html>

If the individual you list under "name and telephone number of the person to be contacted for matters involving this application" is not the Project Manager (i.e., the person who will be our contact for technical matters if the application is funded) provide the name, title, address and telephone number of that person on the Key People List. **An Email Acknowledgment will be sent to the Program/Project Director, listed on page 1 of the SF424, upon receipt of your application by EPA.**

Item 6: Employer Identification Number (EIN) is also known as The Taxpayer Identification Number and must be provided.

Item 7: If the applicant is a non-profit organization, indicate your IRS classification. Organizations classified under 501(c)(4) of the Internal Revenue Code of 1986, which engage in lobbying activities, are not eligible for Federal financial assistance.

Item 9: Insert the name of the EPA program person from whom you have received pre-application assistance. This ensures that your application will be routed to the appropriate EPA office for review.

Item 10: List the EPA Catalog of Federal Domestic Assistance (CFDA) number and title of the program/project for which you are applying. Refer to the general Website: <http://cfda.gov> and Search For Assistance Programs (HTML) by Agency - Environmental Protection Agency.

Item 11: Provide a brief description of the proposed program or project. A detailed description is included in the workplan or project narrative.

Item 13: The proposed project start date and ending date should reflect the amount of time required to complete the entire work plan specified in the Application. The start date should be at least sixty days after the submission date of the final application package to EPA.

Item 14a: Enter the congressional district number where the applicant's office is located. **14b:** Enter the congressional district number(s) affected by the program/project. If every district within the State is affected, enter "Statewide."

Item 15: The amounts under "Estimated Funding" are the amounts of federal dollars requested including any amounts to be contributed by the Applicant or other parties during the budget and project periods.

Item 16: Executive Order 12372 and EPA's implementing regulation, 40 CFR Part 29, sets forth the Agency's obligations and procedures for consulting with and responding to views expressed by State and local officials on proposed EPA direct development activities and applications submitted for EPA financial assistance. The EPA program/project for which you are applying may be subject to your State's intergovernmental review process. You must contact your State's Single Point of Contact (SPOC) to determine if the grant program was selected for coverage by the State process. The Office of Management and Budget maintains a list of SPOCs at this site: <http://www.whitehouse.gov/omb/grants/spoc.html>

Applicants must submit or fax page 1 of the application (or summary thereof) to the SPOC Intergovernmental Review. **In addition, the fax/submittal date must be entered on page 1 of the SF424, Block#16.**

CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning & Research
P.O. Box 3044, Room 212
Sacramento, CA 95812-3044
Telephone: (916) 445-0613
FAX: (916) 323-3018
Email: state.clearinghouse@opr.ca.gov

NEVADA

Heather Elliott
Department of Administration
State Clearinghouse
209 E. Musser Street, Room 200
Carson City, Nevada 89701
Telephone: (775) 684-0209
Fax: (775) 684-0260
Email: helliott@budget.state.nv.us

GUAM

Director
Bureau of Budget and Mgmt. Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
Fax: 011-472-2825

NORTH MARIANA ISLANDS

Ms. Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2289
Fax: (670) 664-2272

AMERICAN SAMOA

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs/Office of
the Governor
Department of Commerce
American Samoa Government
Pago Pago, American Samoa 96799
Telephone: (684) 633-5155
Fax: (684) 633-4195
pmgaleai@samoatelco.com

Item 18: The application must be signed and dated by the person who has authority to commit the applicant to performance, to compliance with the assurances stated on the SF 424B, and to execute the Assistance Agreement on behalf of the applicant if a grant is awarded. An original signature is required.

BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS (SF-424A)

A complete budget must be submitted in order to be considered for federal assistance. The application includes a two-page sheet, "Budget Information - Non-Construction Programs" (Standard Form 424A), Sections A through F. Complete Sections A, B and F. Complete Section C if estimated funding includes other sources of non-federal funding besides the applicant's cost share. **Sections D and E are optional.**

Section A - Budget Summary

Columns (a), (b), (c), (d), are not required. Complete columns (e), (f), and (g). Complete column (c) if applying for unobligated federal funds from a prior grant budget (amount must correspond with the unobligated balance of Federal funds reported on your Financial Status Report).

Section B - Budget Categories

Enter the amounts for the COMBINED Federal and non-Federal funds distributed by object class categories under column (5) "Total." Columns (1) - (4) may be used to separately identify the amount of Federal funds, recipient matching contribution, supplemental funds, etc. Column (5), line k total should be the same as the total amount shown on the SF-424 facesheet under item 15g.

A detailed budget breakdown of column (5) "Total" by object class categories must be prepared and submitted with the application. A sample budget breakdown is attached. (Other formats may be used.) Refer to our Instructions under Section F - Other Budget Information.

Section C - Non-Federal Resources

Complete only if other sources of non-Federal funds are budgeted for your project. Amounts should agree with the amounts budgeted under item 15 on the SF-424 facesheet. Refer to the pre-printed instructions for this item on the SF-424A.

Section D - Forecasted Cash Needs

Optional. Refer to the pre-printed instructions for this item on the SF-424A

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

Optional. Refer to the pre-printed instructions for this item on the SF-424A.

Section F - Other Budget Information. Guidance for completing a Detailed Budget to Supplement Standard Form 424A, Section B - Budget Categories.

A separate, detailed budget is required and must be attached to your Application. Follow the guidelines below to support the amounts budgeted under the following object class categories on the SF-424A:

Line 6a- **Personnel**. List all participants in the program/project by position title, estimated time on the project, and salary during the project period.

Line 6b - **Fringe Benefits**. Identify the fringe benefit percentage and apply the percentage to the estimated personnel costs.

Line 6c - **Travel**. If travel is budgeted, indicate the general purpose of the travel (e.g., in-State/local travel and out-of State travel), number of travelers, destination and estimated costs per trip.

Line 6d - **Equipment**. List all equipment to be purchased and include estimated costs for each item. The Federal government defines equipment as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Property, which does not fall into this category, should be listed as supplies, unless your organization defines equipment at a lower threshold by policy.

Line 6e - **Supplies**. Identify the estimated costs for general materials and supplies (i.e. office supplies).

Line 6f - **Contractual**. List and describe each proposed contractual service, the proposed procurement method (i.e. small purchase, formal advertising, competitive negotiations/RFPs, or non-competitive negotiations/sole source), and the estimated cost of each contract. EPA may require review of contracts prior to their execution to assure all costs are reasonable and necessary to the program/project. Applicants should review EPA's regulations concerning procurement and the need to provide justification for sole source agreements, and documentation of cost and/or price analysis for contracts and other agreements.

Line 6g - **Construction**. List proposed construction contracts under item 6f - Contractual.

Line 6h - **Other**. List all other direct costs, which are not included in the above categories (i.e. telecommunication expenses, training, etc.).

Line 6j - **Indirect Charges**. Provide an explanation of how indirect charges were calculated for the program/project. Identify the type of indirect cost rate (provisional, predetermined, final or fixed), the Federal Agency with whom your rate is negotiated, the rate that is in effect during the grant period and the base to which the rate is applied.

Indirect costs are allocable to an EPA grant only if supported by an Indirect Cost Rate Agreement, Cost Allocation Plan, or Indirect Cost Rate Proposal as detailed in OMB Circulars A-87, A-122, and A-21, depending on your organizational type. States, Tribes and educational institutions must submit a copy of their current Negotiated Indirect Cost Rate Agreement to EPA with their application.

Line 7 - **Program Income**. If any income is expected to be generated from your program/project, describe the nature, source and estimated amount. Examples of program income include registration fees collected, income from the sale of products produced under a grant, and rental fees generated from equipment purchased with grant funds. The EPA project officer will negotiate the use of the program income with your agency in accordance with Federal regulations.

An example of a properly completed budget detail is included with this document.

ASSURANCES - NON-CONSTRUCTION PROGRAMS (SF-424B)

As an applicant for Federal Financial Assistance, you must assure that you will comply with all applicable Federal Statutes, Executive Orders, regulations, and policies governing the program/project. The required Assurances must be signed by the authorized representative who signed the SF-424 Facesheet. An original signature is required.

KEY PEOPLE LIST

Complete the enclosed "Key People List" and return it with your application.

WORK PLAN

Attach a copy of your proposed work plan. Additional information regarding the requirements for an acceptable work plan may be found in Program guidance, 40 CFR Part 35 Subpart A, and other Parts applicable to your project. Any questions regarding the work plan or program objectives should be discussed with your EPA Project Officer.

Preaward Compliance Review Report for All Applicants Requesting Federal Financial Assistance (EPA Form 4700-4)

Complete the Pre-Award Compliance Review Report, EPA Form 4700-4, and return it with your application. If a recipient receives more than one grant from EPA Region 9, you may choose to complete this form for all EPA Region 9 environmental programs by indicating on the form, under Part II "APPLICABLE TO ALL EPA, REGION 9 GRANTS". This form will be valid for one year from the date it is received by the Grants Management Office. All applicants should complete roman numerals I through V. If the information in Section VI through IX does not apply to your project or program, write N/A for "not applicable." The authorized representative is required to sign and date the form under Section X. Questions regarding completion of the form should be addressed to the Office of Civil Rights, at (415) 947-4286.

Certification Regarding Lobbying and Disclosure of Lobbying Activities (Standard Form - SFLLL)

Note: *Not applicable to Indian Tribes nor applicants receiving \$100,000 or less of Federal assistance.*

This requirement generally prohibits recipients of Federal grants, cooperative agreements, contracts, and loans from using appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a specific grant, cooperative agreement, contract, or loan. Each recipient who requests or receives a Federal contract, grant, cooperative agreement, loan, or Federal commitment to insure or guarantee a loan, must also disclose lobbying. Each recipient must file a certification and, if required, a disclosure form with each submission that initiates agency consideration for the award of a Federal contract, grant or cooperative agreement exceeding \$100,000. Any subcontractors of the recipients receiving Federal funds in excess of \$100,000 must also file a certification form and a disclosure statement, if required.

The authorized representative is required to sign the form(s) which must be filed with each application for Federal assistance. Your agency may fulfill this requirement by filing an annual certification form with original signatures with EPA's Grants Management Office. This requirement is established in 40 CFR Part 34.

Procurement Certification (Superfund Recipients Only) (EPA Form 5700-48)

All recipients of Superfund assistance are required to certify their Procurement System by completing the Procurement System Certification (EPA Form 5700-48). An applicant may self-certify their Procurement System if their system complies with 40 CFR 35.6550. The authorized representative is required to sign the certification for each application for Federal assistance. Your agency may fulfill this requirement by filing an annual certification form with original signatures with EPA's Grants Management Office. This requirement is established in 40 CFR 35, Subpart O.

Single Audit Act Requirements (A-133)

All recipients must comply with the Single Audit Act amendments as set forth in OMB Circular A-133, revised June, 2003. The Act requires recipients that expend \$500,000 or more in a year in Federal awards from all Federal sources to have a single audit or a program-specific audit for that year in accordance with the provisions of the Circular. Recipients that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal government.

Audits shall be performed annually, unless the recipient made provisions previously for biennial audits as set forth in paragraphs (a) and (b) of Section .220 of the Circular. The costs of audits made in accordance with the provisions of this Circular are allowable charges to Federal awards. However, recipients may not charge the cost of auditing a non-Federal entity which has Federal awards expended of less than \$500,000 (as of December 31, 2003) a year to a Federal award per Section .230 of A-133.

Audit report requirements and report submission are set forth in Sections .320 and .235 of the Circular. The recipient shall provide the number of reporting packages described in these sections to the Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, IN 47132. <http://harvester.census.gov/sac/>

OMB Circulars and EPA Regulations

You should be familiar with the Federal requirements that govern Federal grants before you apply. These requirements often vary depending on your organization type and are established in law, Executive Order, Federal regulation, and the OMB Circulars.

OMB Circulars:

- A-21** Principles for Determining Costs Applicable to Grants, Contracts, and other Agreements with Educational Institutions
- A-87** Cost Principles for State, Local and Indian Tribal Governments
- A-122** Cost Principles for Non-Profit Organizations
- A-102** Grants and Cooperative Agreements with State and Local Governments
- A-110** Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations
- A-133** Audits of States, Local Governments, and Non-Profit Organizations.

Some applicable EPA Regulations:

- 40 CFR Part 30** Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Institutions
- 31** Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments and Indian Tribes
- 35** State, Local, and Tribal Assistance

To obtain sections of the 40 Code of Federal Regulations (CFR), Parts 1-49, refer to the website <http://www.epa.gov/epahome/cfr40.htm>

To obtain the printed 40 Code of Federal Regulations (CFR), Parts 1-49, you may contact:

Superintendent of Documents (phone# (202) 512-1803)
United States Government Printing Office (USGPO)
P.O. Box 371954
Pittsburgh, PA 15250-7954

Catalog of Federal Domestic Assistance (CFDA) Number:

Block 10 of the SF424 Application requires a CFDA number. A listing of all current EPA assistance programs and their CFDA numbers can be found at <http://www.cfda.gov> EPA numbers begin with 66.001. CFDA numbers are regularly created, so refer to this web site often.

KEY PEOPLE LIST

Please show street address as well as Post Office Box Number where applicable.

AGENCY/ORGANIZATION DIRECTOR

(Individual who is authorized to sign the assistance agreement application and award acceptance.)

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

PROGRAM/PROJECT DIRECTOR

(Technical program director or person responsible for the project as a contact person in Block #5 of the application.)

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

FINANCE DIRECTOR

(Individual responsible for maintaining the accounting and financial management system supporting expenditures, preparing the financial reports, etc.)

NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

****An Email Acknowledgement of Application receipt will be sent to Program/Project Director listed on page 1 of Form SF424****

OPTIONAL FORMAT

SAMPLE BUDGET DETAIL FORMAT

The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.

a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
a. Personnel Total				

b. FRINGE BENEFITS

BASE	
RATE	%
b. FRINGE BENEFITS TOTAL	

c. TRAVEL – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.

TRAVEL EXPENSES	AMOUNT
Explain: _____ _____ _____ _____	
c. TRAVEL TOTAL:	

d. **EQUIPMENT:** Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
d. EQUIPMENT TOTAL			

e. SUPPLIES

ITEM	NUMBER	COST PER UNIT	TOTAL
e. SUPPLIES TOTAL			

f. **CONTRACTUAL** [List each planned contract separately, type of service to be procured, **proposed procurement method** (i.e. small purchase, sealed bids, competitive proposals) and the estimated cost]

ITEM	PROCUREMENT METHOD	TOTAL
f. CONTRACTUAL TOTAL		

g. CONSTRUCTION (N/A)

h. OTHER

ITEM	NUMBER	COST PER UNIT	TOTAL
h. OTHER TOTAL			

i. TOTAL DIRECT COSTS	\$
j. INDIRECT COSTS	(BASE \$_____ x RATE ____% = INDIRECT COSTS)
k. TOTAL PROPOSED COSTS	\$
FEDERAL FUNDS REQUESTED	\$
RECIPIENT SHARE (MATCH)	\$
RECIPIENT SHARE OF TOTAL PROPOSED COSTS	%
FEDERAL SHARE OF TOTAL PROPOSED COSTS	%

REGION 9

SAMPLE

COMPLETED BUDGET SF424 A AND BUDGET DETAIL (BREAKDOWN BY
OBJECT CLASS CATEGORIES

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. PWSS	66.432	\$	\$	\$465,000	\$155,000	\$620,000
2.						
3.						
4.						
5. TOTALS				\$465,000	\$155,000	\$620,000

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES					Total (5)
	(1) Federal	(2) Match	(3)	(4)	
a. Personnel	\$233,243	\$77,750	\$	\$	\$ 310,993
b. Fringe Benefits	48,981	\$16,327			65,308
c. Travel	15,179	0			15,179
d. Equipment	20,000	32,000			52,000
e. Supplies	8,650	0			8,650
f. Contractual	60,000	0			60,000
g. Construction	0	0			0
h. Other	8,391	5,404			13,795
i. Total Direct Charges (sum of 6a - 6h)	394,444	131,481			525,925
j. Indirect Charges	70,556	23,519			94,075
k. TOTALS (sum of 6i and 6j)	465,000	155,000			620,000
7. Program Income	\$	\$	\$	\$	\$ 0

<div> <div>SAMPLE</div> <div>SECTION C - NON-FEDERAL RESOURCES</div> <div>Standard Form 424A (4-88)</div> </div>					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. PWSS		\$155,000	\$	\$	155,000.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8 and 11)		155,000.00	\$	\$	155,000.00
SECTION D - FORECASTED CASH NEEDS					
13. Federal	(Total for 1st Year)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$ 465,000	116,250	116,250	116,250	116,250
14. NonFederal	\$ 155,000	38,750	38,750	38,750	38,750
15. TOTAL (sum of lines 13 and 14)	620,000	155,000	155,000	155,000	155,000
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTALS (sum of lines 16 - 19)	\$0.00	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION (Attach additional sheets if Necessary)					
21. Direct Charges: \$525,925			22. Indirect Charges: \$94,075		
23. Remarks: <i>Please include anything not fully explained in the budget detail (i.e. Indirect Cost Rate, Base, etc.)</i> INDIRECT COST RATE = 25%					

OPTIONAL FORMAT

SAMPLE BUDGET DETAIL FORMAT

The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.

a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Lab Assistant 1	2	\$22,500	1	\$45,000
Lab Assistant 2	1	20,000	1	20,000
Env. Engineer II	2	38875	1	77,750
Microbiologist IV	1	44,000	2	88,000
Env. Health Specialist	1	23,976	0.33	7,912
Chemist III	1	50,000	1	50,000
Health Assistant	1	22,331	1	22,331
a. Personnel Total				\$310,993

b. FRINGE BENEFITS

BASE (personnel)	\$310,993
RATE	21%
b. FRINGE BENEFITS TOTAL	\$65,308

c. TRAVEL – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.

TRAVEL EXPENSES	AMOUNT
OUT-OF-STATE TRAVEL Philadelphia, PA (2 People)	\$4,437
Las Vegas, NV (1 Person)	\$1,000

Washington, DC (2 People)	\$2,400
San Francisco, CA (3 People)	\$3,000
LOCAL TRAVEL	\$4,342

Explain: _____

-Trips are scheduled to attend the American Water Works Conference, Regional Workshop on New Regulations, Grant Negotiations, and Grant Workshop.

Out of State Travel - \$10,837

Local Travel - \$4,342

Based on an estimate for mileage (\$.20/mile), \$45/day maximum lodging, and \$20/day maximum for meals.

Travel total = \$15,179

c. TRAVEL TOTAL: \$15,179

d. EQUIPMENT: Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
Recycling Composter	2	\$16,000	\$32,000
Computers	4	1,750	7,000
Monitors	4	584	2,336
Laser Printers	2	1,389	2,778
File Cabinets	2	443	886
Water Quality Monitor	1	7,000	7,000
d. EQUIPMENT TOTAL			\$52,000

e. SUPPLIES

ITEM	NUMBER	COST PER UNIT	TOTAL
Office Supplies (post-its, pen, paper)	Multiple	Various	\$1,100
Field Survey Supplies	Multiple	Various	2,600

Lab Supplies (beakers, pipettes)	Multiple	Various	1,200
Software for Computers (MS Office)	4	\$387.50	1,550
Printing Supplies for Brochures	Multiple	Various	\$2,200
e. SUPPLIES TOTAL			\$8,650

f. CONTRACTUAL [List each planned contract separately, type of service to be procured, **proposed procurement method** (i.e. **small purchase, sealed bids, competitive proposals**) and the estimated cost]

ITEM	PROCUREMENT METHOD	TOTAL
Env. Engineer - Consultant	Competitive Proposals	\$24,100
Hydrologist	Competitive Proposals	25,900
GIS Survey	Small Purchase	3,500
Lab Sample Analysis	Small Purchase	6,500
f. CONTRACTUAL TOTAL		\$60,000

g. CONSTRUCTION (N/A)

h. OTHER

ITEM	NUMBER	COST PER UNIT	TOTAL
Repairs – Computers			\$2,500
Repairs – Vehicle Maintenance			3,500
Phone – Long Distance (not in Indirect Cost Pool)			1,200
Rental of Conference Rooms (4 days@\$1,050/day) for training			4,200
Postage			595
Printing for Reports (Distributed at Conference)			1,800
h. OTHER TOTAL			\$13,795

i. TOTAL DIRECT COSTS	\$525,925
j. INDIRECT COSTS	Base= Personnel and Fringe Benefits BASE \$376,301 x RATE 25% = \$94,075
k. TOTAL PROPOSED COSTS	\$620,000
FEDERAL FUNDS REQUESTED	\$465,000
RECIPIENT SHARE (MATCH)	\$155,000
RECIPIENT SHARE OF TOTAL PROPOSED COSTS	25%
FEDERAL SHARE OF TOTAL PROPOSED COSTS	75%